



HOSPICE MUSKOKA
P.O. Box 156, 29-5 Manitoba Street
Bracebridge, Ontario P1L 1T6
(705) 646-1697 Fax: (705) 646-1609
www.hospicemuskoka.com

REQUEST FOR PROPOSAL FOR AUDIT SERVICES 2010 – 2011

MISSION STATEMENT

Hospice Muskoka is a volunteer driven, not-for-profit organization providing compassionate support to individuals and their loved ones of all ages and backgrounds, who are coping with end-of-life issues.

Incorporated in 1995, Hospice Muskoka has been serving the communities of South Muskoka ever since. Hospice Muskoka is a registered charity under the Income Tax Act – Registration Number 89033 3263 RR0001.

Hospice Muskoka receives a portion of its operating revenue from the Ministry of Health Long Term Care Division and otherwise relies on the generosity of the citizens it serves, corporate/ foundation grants and sponsorships, donations, proceeds from special events and other campaigns to provide services free of charge.

Hospice Muskoka hereby invites proposals from Accredited Chartered Accountant(s) (herein known as the provider) located and operating in the District of Muskoka to conduct an audit/review of the financial activities of Hospice Muskoka for the year April 1, 2010 – March 31, 2011, with an option to renew for a second year at the discretion of the Board of Directors. The proposal should clearly outline the scope of responsibility of the provider and the services being undertaken.

The audit assignment must be completed by June 15, 2011 and must be conducted in accordance with Generally Accepted Accounting Principles.

All proposals must be accompanied by two references and/or letters of recommendations.

Criteria for selecting the Auditor of record will be based on:

- a) Experience in performing audits for Not-For-Profit, Charitable organizations

- b) Experience/understanding of the reporting requirements of the Ministry of Health
- c) Being Arms Length from the business and members of Hospice Muskoka
- d) Successful follow-up with references
- e) Fee for audit services.

Request for Proposals will be submitted in a sealed envelope, clearly indicating “Hospice Muskoka Request for Proposal: Audit Services” and should be addressed to the Treasurer: Pauline Bullock. The Requests for Proposals must be received by no later than 5:00 pm on Friday June 4th, 2010 at the address below. The selection process will be completed by June 16, 2010.

Proposals will be treated as confidential and Hospice Muskoka reserves the right to conduct interviews, reference enquiries, etc.

Hospice Muskoka reserves the right to accept or reject any proposal, and; may reject a proposal at any time prior to the award of the contract without incurring any liability to any provider or any obligation to inform the provider of the grounds for its action.

MAILING ADDRESS:

Hospice Muskoka
P.O. Box 156, 29-5 Manitoba Street
Bracebridge, Ontario P1L 1T6

PHYSICAL ADDRESS:

29 Manitoba Street, Suite 5
Giaschi Building
Bracebridge, Ontario
Hours of Operation – 9:00 – 5:00
pm, Monday – Friday

(705) 646-1697 Fax: (705)
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